

Permit Components – Ignition Source Permits (Open and Non-Open Flame)



IIF Proactive Event

Richmond Refinery – August 1 – August 7

RI-341 provides a full description of Hot Work and General Work Permits



RI 341 provides in depth guidance on form components needed to perform open flame or non-open flame permitted work, including, but not limited to information on:

- Purpose of RI-341
- Definitions
- Responsibilities
- Necessary Signatures
- Area and Time Limits
- Line Cutting Approval Procedure

All parts of the RI are important ... We'll be reviewing the Ignition Source Permit components today.

Teamwork ... we all have a role to play



Within the Responsibilities section are specific requirements for each discipline of the permit process.

Important tasks to complete include:

- Inspect the jobsite to assure the work can be safely accomplished.
- Meet with affected group to discuss scope and safety precautions.
- Remove or cover (with approved blankets or curtains) combustible material for at least 35' of the work.
- Seal all drains within 50' of the work.



What is required on the Ignition Source Permit?



1. Keep in mind this is a legal document and the entries must be complete, legible and accurate.
2. All sections must be completed in the top portion, and All information on pre-selected "X" marks must be completed and initialed.
3. Task requirements must be clearly defined and identified.
4. A Fire Extinguisher is **ALWAYS** required.
5. Gas testing must also be completed with the time and results inputted on the permit.
6. Drains within 50 feet of the jobsite must be covered with the approved covers





Tony Kirby, Field Safety Coordinator

This is my family, they are the reason I am safe. I enjoy spending time with them all ... every day. Me going home injury free each day is just as important to me as assuring everyone who comes to Richmond works safely all day, every day.

As a Field Safety Coordinator, I ensure we comply with safety standards and policies by reviewing new technologies and implementing required practices.

Ignition Source Permit
No. 231001

Circle 1 or 2 below:
 1. Open Flame Source - Fire Dept. Approval
 2. Non-Open Flame Source - Operations Approval

Division D&R Unit/Area JHT
 Date 10-20-11 From 6 AM/PM To 6 AM/PM
 Permission given to P2S (name group)
 Description of work Install 2" pipe from P-2 to P-3

Work Order No. _____
 Equipment to be used Welder, grinder, torch, drill

Job location/boundaries North of P-2

☒ Hazard Assessment Conducted

Perform **LPSA** before starting work if **LPS** Process used.

CHECKS DENOTE HOT WORK RESTRICTIONS REQUIRED:
 (Person performing inspection, test or otherwise meeting requirements must initial boxes at left)

Check For	Initial	
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Area must be comb. gas tested every <u>12</u> hours.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Initial Gas Test Results: %LEL <u>0</u> TIME <u>0610</u>
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Continuous explosibility monitoring required at job site.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Drains within 50 ft. (minimum) of job identified and sealed.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Pressurized fire hose required at job site.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	U.G. drainage vents within 50 ft. (min.) identified & sealed.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Fire extinguisher required at job site.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Fire hose fog spray required.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Equipment isolated, blinded, vented and free of hydrocarbon.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Equipment release permit required.
<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> SZ	Fire watch/safety operator req'd. (circle)
		Affected area notified: _____ (list)
		Operations radio required.
		Sparkproof, air purged tent req'd. (Comb. gas test air)
		Ground must be covered with clean sand.
		Cover ground/earthy equip. with fireproof blankets.
		Inert gas/water/steam purge in equip. req'd at job site.
		Special protective equip./clothing required (specify below)
		Work to start only on Operations Supervisor approval.
		Hot tap permit also required (attach)
		Other restrictions or special approvals: _____

ENTER REQUIRED* APPROVAL SIGNATURES BELOW:

Permit requested by (Maint. sup'vr./co. rep.) J Jones
 Necessary restrictions specif'd (STL Open /HO Non-Open) B Smith
 Other* or special approvals _____
 Area safe for hot work (Gas Tester) Zuk
 Permit conditions understood (mechanic) M. Tanner
 WORK MAY SAFELY BEGIN (H.O./designated operator) Mike Foster

No Hot work May Begin Until Restriction Requirements Are Met, Approval Signatures Are Obtained And Permit Is Posted At the Job Site

PERMIT EXTENSION (for the period below only - maximum of 6 consecutive days)
 This permit cannot be renewed past (Date): _____

Authorized by (STL Open /HO Non-Open) B Smith Requested by (Maint. Sup'vr.) J Jones

SHIFT RENEWAL (Required each shift or after 2 hours of inactivity)

Date	Time	Gas Tester	Test Result	Operator	Mechanic
10/20/11	06:00	MF	0		

MFC-7625 (12-10)

Click here to listen to the Ignition Source Permit review and learning:

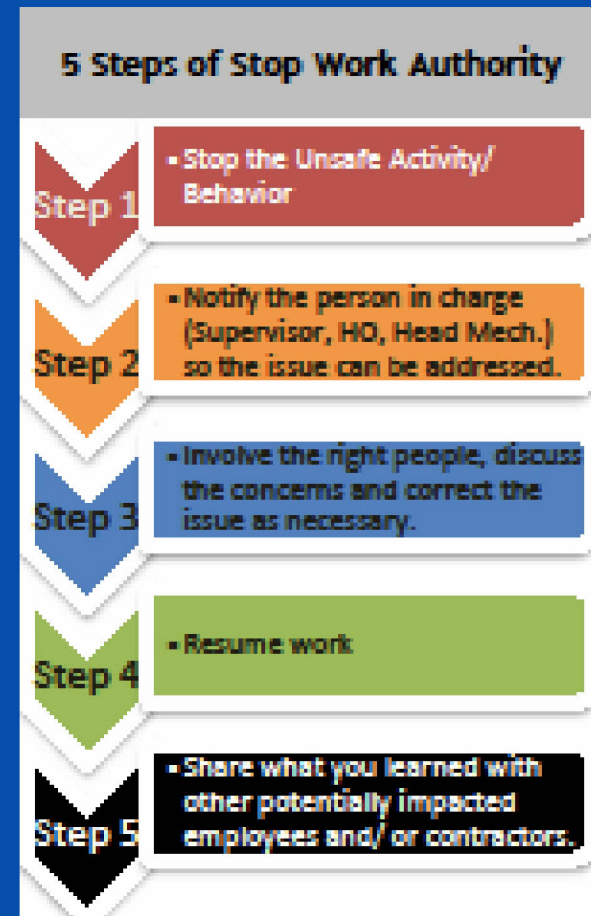
- Top of the Form
- Hazard Assessment and Restrictions
- Required signatures
- Extension and
- Permit Renewal process

What if conditions change? What if the permit cannot be understood?



This is a great area to exercise your Stop/Pause Work Authority. Follow the five steps to our Stop work authority process

1. Stop the Unsafe Activity or Behavior (don't leave the area)
2. Notify the person in charge
3. Involve the right people to resolve the issue
4. Resume work
5. Share what you have learned



Discussion Topic

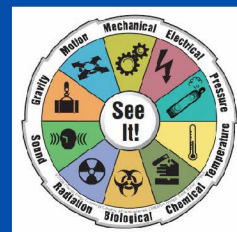


Operations and Maintenance Groups:

1. Where in the Ignition Source Permit process do you see a change is needed? What will be your course of action to close process gaps?
2. What has gone wrong in the past?
3. What can we all do to assure we properly plan and document our hot work jobs?

all Other Work Groups ...

1. Select a focus area on the Hazard Wheel, It could be Mechanical or Pressure, for example.
2. Spend one shift, or one hour, searching for – and discovering hazards related to that area of the wheel.
3. Create an action plan to mitigate the hazards discovered on the Hazard Hunt.
4. Share with your supervisor, or submit a Near Loss.



Resources



- MFG-7625 – New version with “Hazard Assessment” check, CBRES Forms Management [Ignition Source Permit](#)
- [Safety Topic of the Month on RI-341](#), Permit Updates!

